**Initial Support & Early Investigation Stage**

**STAGE 1 REPORT FORM**

|  |
| --- |
| * *This form should be used by officers of the Conservatoire as the formal record of an Initial Support and Early Investigation meeting under Stage 1 of the Policy on Sexual Misconduct, Harassment and Related Behaviours.* * *This form may be completed as necessary by both the Initial Support and Early Investigation Officer, where these are different people.* * *Both the Initial Supporter and the Early Investigation Officer may use this form as a means of creating a record from any meetings held under the Stage 1 procedure of the Policy.* * *The Early Investigation Officer may continue with completing a Stage 1 form that has been initially completed by the Initial Supporter if they are the same person. Where the Early Investigation Officer is a different person from the Initial Supporter, they should normally complete a new Stage 1 form in full unless they are satisfied good reason exists not to do so.* * *More than one form may be used to comprise the record of the Initial Support and Early Investigation stage (Stage 1 under the Policy).* * *Complainants may also use this form to raise a complaint/allegations of a potential breach of the Policy.* * *Please complete all sections of the form that are relevant.* * *Please see the last page for the Stage 1 procedural flow chart.* |

The Conservatoire’s definition of **a breach of the Policy** is as follows:

**“A breach of, or damage to, the relationship of trust and confidence that exists between the individual, and the School and Conservatoire, as a result of unacceptable behaviour that is of a sexual, harassing or related nature on the part of the individual.”**

The Conservatoire’s definition of **sexual misconduct** is as follows:

**“unacceptable behaviour of a sexual nature that breaches or damages the relationship of trust and confidence that exists between the individual, and the School and Conservatoire.”**

The Conservatoire’s definition of **harassment** is as follows:

**“Any unwanted physical, verbal or non-verbal conduct that has the purpose or effect of violating a person's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for them. A single incident can amount to harassment.”**

The Conservatoire’s definition of **‘related allegations’** is as follows:

**“behaviours which do not specifically fall under the Conservatoire’s definition of ‘sexual misconduct’ or ‘harassment’, but which are unacceptable behaviours that may constitute a breach of the Policy on Sexual Misconduct, Harassment and Related Behaviours.”**

A list of types of behaviours that may breach the Policy is provided in Section 2 of the Policy.

***SECTION A: Completion of the form***

*(Please indicate who has completed this form by ticking the relevant box)*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **I am an officer of the Conservatoire undertaking the Stage 1 Early Investigation** |  | **I am an officer of the Conservatoire undertaking the Stage 1 Initial Support Meeting** |  | **I am the Complainant** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **I am a person making a report as a third party**  (If you tick this box, please complete the next box) |  | **If you are making this report as a third party, please explain your relationship to the case and individuals concerned:** |  |

***SECTION B: Complainant Information***

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| *If you are using this form to raise a complaint/allegations under the Policy on Sexual Misconduct, Harassment and Related Behaviours, please provide your details by completing Section B of this form.* | | | | | | |
| **Title** |  | | | | | |
| **First Name(s)** |  | | | | | |
| **Known as** |  | | | | | |
| **Surname/Family Name** |  | | | | | |
| **Contact Email Address** |  | | | | | |
| **Contact Telephone Number** |  | | | | | |
| **Preferred method of contact** (e.g. email/text/telephone call) |  | | | | | |
| **Emergency Contact details** (optional) |  | | | | | |
| **Name and email address of a supporter, if it is wished that they be copied into correspondence** |  | | | | | |
| **Complainant Status**  (please tick relevant box) | **Student** |  | **Staff member** |  | **Individual from outside Conservatoire** |  |

***SECTION C: Please complete if you are a student or staff member of the Conservatoire***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Specify whether you are a member of a School or indicate whether you work in Shared Services** | **School** |  | **Shared Services** |  |
| **If you are a member of a Conservatoire School, please indicate which School it is here:** |  | | | |

***SECTION D: Respondent details***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| *Please complete the requested details of the person(s) you wish to report under the Policy on Sexual Misconduct, Harassment and Related Behaviours* | | | | |
| **Name** |  | | | |
| **Status** | **Staff** |  | **Student** |  |
| **If you are reporting someone who is external to the Conservatoire, please indicate this here** | **Individual external to Conservatoire** | | |  |
| **Please indicate whether the person is a member of a School, or work in Shared Services** | **School** |  | **Shared Services** |  |
| **Name of School (if relevant)** |  | | | |
| **If allegations of behaviour by a member of staff have been reported, please give their job title (if known)** |  | | | |
| **If the individual is external to the Conservatoire, please indicate this here** |  | | | |

***SECTION E: Allegations*** *(please complete the boxes below and tick all that apply)*

|  |  |  |
| --- | --- | --- |
| **Category of reported alleged breach of the policy**  **BREACH OF POLICY:**  **“A breach of, or damage to, the relationship of trust and confidence that exists between the individual, and the School and Conservatoire, as a result of unacceptable behaviour that is of a sexual, harassing or related nature on the part of the individual.”** | | |
| **SEXUAL MISCONDUCT:**  **“unacceptable behaviour of a sexual nature that breaches or damages the relationship of trust and confidence that exists between the individual, and the School and Conservatoire.”** | |  |
| **HARASSMENT:**  **“Any unwanted physical, verbal or non-verbal conduct that has the purpose or effect of violating a person's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for them. A single incident can amount to harassment.”** | |  |
| **OTHER RELATED BEHAVIOUR**  (Where the alleged breach does not fall into one of the above categories, please give a summary of the related behaviour you are reporting) |  |  |

***SECTION E: Details of Reported Allegations***

|  |
| --- |
| *Set out the details of the reported allegations here. Separate out incidents/allegations as far as you can. Include dates and factual details where possible. Indicate where information is being followed up or may need clarification.* |
|  |

***SECTION F: Action so far***

|  |
| --- |
| *Include details of any action that has taken place up to the point of completing this report (for example, what support has been offered, details of any agreed period for consideration of next steps, where the matter has been reported to the Police, whether a risk assessment has been completed, whether precautionary measures have been requested/imposed etc.)* |
|  |

***SECTION G: Individuals who are aware of the allegations***

|  |
| --- |
| *Please include details of any individuals who are aware of the allegations that have been reported (or that you are reporting here).* |
|  |

***SECTION H: Desired/Agreed actions with the Complainant so far***

|  |
| --- |
| *Use this section to indicate the following as relevant:*   * *any action that as a Complainant you would prefer to have taken;* * *any action that as an officer of the Conservatoire you have agreed with the Complainant* |
|  |

***SECTION I: Any other relevant/pertinent information***

|  |
| --- |
| *Use this section to provide details of any additional relevant/pertinent information that has not already been provided earlier on this form:* |
|  |

**--------------------------------------------------------------------------------------------------------------------------------------------**

**THE FOLLOWING SECTIONS J-K ARE FOR COMPLETION BY THE COMPLAINANT ONLY IN THE EVENT THAT THEY ARE USING THIS FORM TO MAKE A REPORT.** If you are an officer of the Conservatoire completing this form, please go to **SECTION L** and complete the remaining sections of the form.

**--------------------------------------------------------------------------------------------------------------------------------------------**

***SECTION J: Statement by the Complainant***

|  |  |  |
| --- | --- | --- |
| *Please tick each box to indicate your agreement with each statement. If you do not tick boxes 1, 2 and 3, the Conservatoire may need to contact you to verify your agreement with these statements before any action can be taken in response to your report.* | | |
| **1** | **I confirm that the information I have given on this form is true, accurate and complete, to the best of my knowledge** |  |
| **2** | **I understand that the Conservatoire may need to process and/or handle personal information about me, which may include personal sensitive data, in order to properly and effectively deal with my report.** |  |
| **3** | **I understand that this report will be passed to an Officer of the Conservatoire as part of Stage 1 of the procedures under the Policy on Sexual Misconduct, Harassment and Related Behaviours.** |  |

***SECTION K: Agreement by the Complainant***

|  |  |  |
| --- | --- | --- |
| *Please tick each box to indicate your agreement with each statement. You are under no obligation to tick any of these boxes and may tick or choose not to tick any/all of them. This section helps the Conservatoire to understand your wishes with regard to support.* | | |
| **1** | **I agree to officers of the Conservatoire informing a member of specialist support staff in the Conservatoire so that I can receive appropriate support.** |  |
| **2** | **I would prefer that a member of support staff in my School/office (as relevant) be contacted as a means of support for me** |  |
| **3** | **I would prefer that a member of staff who comes from somewhere other than my School/office be contacted as a means of support for me** |  |
| **Signature of Complainant:**  (typed signature accepted)  **Date:** (DD/MM/YYYY) | | |

**----------------------------------------------------------------------------------------------------------------------------------------------**

**THE FOLLOWING SECTIONS L-N ARE FOR COMPLETION BY THE INITIAL SUPPORTER / EARLY INVESTIGATION OFFICER ONLY.**

**----------------------------------------------------------------------------------------------------------------------------------------------**

***SECTION L: Checklist***

|  |  |  |
| --- | --- | --- |
| *Please complete the checklist below to indicate all actions which apply that have been completed as part of the Stage 1 Initial Support and Early Investigation Stage* | | |
| **1** | **The Complainant has been referred to external support** |  |
| **2** | **The Complainant has been referred to internal support** |  |
| **3** | **Allegations have been reported to the Police** |  |
| **4** | **An interview has been held with the Respondent as part of the Stage 1**  **Early Investigation** (where this is the case please complete Section M) |  |
| **5** | **Precautionary measures have been recommended as part of the Initial Support/Early Investigation** |  |
| **6** | **Precautionary measures have been imposed by the CEO** |  |
| **7** | **Emergency precautionary measures have been imposed by a CEO deputy** |  |
| **8** | **The Respondent has been referred to external support** |  |
| **9** | **The Respondent has been referred to internal support** |  |
| **10** | **A defined period was agreed with the Complainant for them to consider next steps**  Where this is the case, please provide the start and end date of the defined period: **START DATE:** DD/MM/YYYY **END DATE:** DD/MM/YYYY |  |
| **11** | **The Complainant has confirmed their preference with regard to next steps at the time of completing this report** |  |
| **12** | **OTHER** (please give details; more than one ‘other’ action may be listed here) |  |
| **13** | **OTHER RELEVANT INFORMATION OF NOTE** (e.g. where safeguarding staff have been alerted; where a deadline has been agreed) | |

***SECTION M: OUTCOME OF INITIAL SUPPORT MEETING / EARLY INVESTIGATION***

|  |
| --- |
| *Complete this section to outline what you in your role of Initial Supporter and/or Early Investigation Officer have determined should be the next steps (and thus the outcome of the Early Investigation).*  ***Please clearly indicate:***   * *Where next steps have been agreed with the Complainant and what these are;* * *Where you are recommending next steps that will then be discussed with the Complainant, and that the final outcome of this report will be subsequently completed;* * *Any action that has been discussed and is under consideration by the Complainant or any other party;* * *Any follow-up action that you need to undertake;* * *Any other pertinent information regarding the outcome.* |
|  |

***SECTION N: Initial Sign-off of report by Initial Supporter / Early Investigation Officer***

|  |
| --- |
| *This section should be signed by the Initial Supporter/Early Investigation Officer upon initial completion of the Report.*  *Where there is follow-up action or it is anticipated that additions will be made to the report (e.g. where an agreed period is in place for the Complainant to consider what next steps they would like to take), this section should be completed and then Sections O and P should be subsequently completed by the Early Investigation Officer.*  *The Early Investigation Officer may continue with completing a Stage 1 form that has been initially completed by the Initial Supporter if they are the same person. Where the Initial Supporter and Early Investigation Officer are the same person, they should sign the box below both as the Initial Supporter and Early Investigation Officer, for the avoidance of doubt in recordkeeping.*  *Where the Early Investigation Officer is a different person from the Initial Supporter, they should normally complete a new Stage 1 form in full, unless they are satisfied that good reason exists not to do so.* |
| **Signature of Initial Supporter:**  (typed signature accepted)    **Signature of Early Investigation Officer:**  (typed signature accepted)    **Date:** (DD/MM/YYYY) |

**----------------------------------------------------------------------------------------------------------------------------------------------**

**THE FOLLOWING SECTIONS O-P ARE FOR COMPLETION BY THE EARLY INVESTIGATION OFFICER ONLY.**

**----------------------------------------------------------------------------------------------------------------------------------------------**

***SECTION O: FINAL OUTCOME OF THE REPORT***

|  |  |  |
| --- | --- | --- |
| *Complete this section to confirm the* ***final outcome*** *of the Early Investigation.*  ***Please clearly indicate:***   * *Where next steps have been agreed with the Complainant and what these are;* * *Any action/information that was previously awaiting confirmation;* * *Any follow-up action that you/anyone else needs to undertake;* * *Any other pertinent/relevant information regarding the outcome.* | | |
| 1. **NEXT STEPS** (list as many as required) | **AGREED BY COMPLAINANT?** | |
|  | **Yes** | **No** |
|  | **Yes** | **No** |
|  | **Yes** | **No** |
| 1. **ACTION/INFORMATION THAT IS NOW CONFIRMED** | | |
|  | | |
| 1. **FOLLOW-UP ACTION TO BE TAKEN** | | |
|  | | |
| 1. **ANY OTHER RELEVANT INFORMATION OF NOTE** (e.g. the reason why any action not agreed with the Complainant is being pursued as an outcome) | | |
|  | | |

***SECTION P: FINAL SIGN-OFF OF REPORT BY EARLY INVESTIGATION OFFICER***

|  |
| --- |
| *This section should be signed by the Early Investigation Officer to signify that the final version of the Report has been completed.* |
| **Signature of Early Investigation Officer:**  (typed signature accepted)    **Date:** (DD/MM/YYYY) |

**Initial Support Meeting and Early Investigation procedural flowchart**

**Allegations/Complaints raised by any individual about behaviour of a student/students that may breach this Policy**

**Allegations/Complaints raised by any individual about behaviour of a non-Conservatoire member that may breach this Policy**

**Complete record of interaction and report to Conservatoire Central Office**

(Option to use the Stage 1 Report Form for this purpose but it is not a requirement)

**END OF PROCESS**

**As necessary to determine next steps, interview Respondent**

**Identify and discuss wishes of Complainant regarding any desired action. Agree a defined period as necessary (e.g. a week) to consider what, if any, action they would prefer.**

**Inform Complainant of Stage 1 Outcome and take next steps**

**INFORM COMPLAINANT OF POSSIBLE NEXT STEPS:**

* **Support with reporting to Police (if relevant)**
* **Referral into HR procedures (e.g. grievance/ disciplinary)**
* **No further action**

**Write Stage 1 Report and determine next steps**

**Identify and discuss wishes of Complainant regarding any desired action. Agree a defined period as necessary (e.g. a week) to consider what, if any, action they would prefer.**

**Inform Complainant of Stage 1 Outcome and take next steps**

**Identify and discuss internal and external support**

**Write Stage 1 Report and determine next steps**

**Allegations/Complaints raised by any individual about behaviour of a staff member/members that may breach this Policy**

**Identify and discuss internal and external support**

**INFORM COMPLAINANT OF POSSIBLE NEXT STEPS:**

* **Support with reporting to Police (if relevant)**
* **Non-Academic Misconduct procedures**
* **Alternative Resolution by Agreement**
* **Alternative Resolution by Panel**
* **No further action**

**Initial Support Meeting and Early Investigation**

**Refer to external support; offer support with reporting to Police (if relevant)**

**Initial Support Meeting**